



## Batch Scheduler Quick Reference

Task	Completed	Initials
Task #1 - Run scheduling reports to verify scheduling data before running the Batch Scheduler <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Scheduling</a></u> » <u><a href="#">Scheduling Reports</a></u>	<input type="checkbox"/>	
Task #2 - Schedule important or special course sections by hand before the Batch Scheduler is run to ensure the student's placement in the courses <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Scheduling</a></u> » <u><a href="#">Course Section Assignments</a></u> <u><a href="#">Home</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Student Schedule</a></u> » <u><a href="#">Request Assignments</a></u>	<input type="checkbox"/>	
Task #3 - Configure Single Student Scheduler (SSS) to schedule individual students on the Requests page <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Scheduler</a></u> » <u><a href="#">Job Parameter Sets</a></u>	<input type="checkbox"/>	
Task #4 - Configure Batch Scheduler job parameter to schedule the entire school <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Scheduler</a></u> » <u><a href="#">Job Parameter Sets</a></u>	<input type="checkbox"/>	
Task #5 - Run the Batch Scheduler <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Scheduler</a></u> » <u><a href="#">Job Parameter Sets</a></u>	<input type="checkbox"/>	
Task #6 - Review Batch Scheduler statistics and run reports to help resolve conflicts and verify schedules <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Scheduler</a></u> » <u><a href="#">Schedule Job History-Stats link</a></u>	<input type="checkbox"/>	
Task #7 - Make applicable changes and rerun the Batch Scheduler – updating the existing schedule result set <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Scheduler</a></u> » <u><a href="#">Schedule Job History – Rerun Job link</a></u>	<input type="checkbox"/>	
Task #8 - Review Batch Scheduler statistics and run reports to help resolve conflicts and verify schedules <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Scheduler</a></u> » <u><a href="#">Schedule Job History-Stats link</a></u>	<input type="checkbox"/>	
Task #9 – Remove unwanted requests and assignments <u><a href="#">StudentInformation</a></u> – <u><a href="#">Management</a></u> – <u><a href="#">Ad-Hoc Updates</a></u> – <u><a href="#">Clear Fees</a></u> <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Scheduling</a></u> » <u><a href="#">Course Section Assignments</a></u> <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Student Schedule</a></u> » <u><a href="#">Request Assignments</a></u>	<input type="checkbox"/>	
Task #10 - Rerun Batch Scheduler as many times as needed <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Scheduler</a></u> » <u><a href="#">Schedule Job History – Rerun Job link</a></u>	<input type="checkbox"/>	
Task #11 - Clean up students that are not fully scheduled using the Request page <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Scheduling</a></u> » <u><a href="#">Requests</a></u>	<input type="checkbox"/>	
Task #12 - Clean up students that are not fully scheduled using the Request Assignments page <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Student Schedule</a></u> » <u><a href="#">Request Assignments</a></u>	<input type="checkbox"/>	

Task #13 - Run Study Hall Wizard to fill in the student's open periods with study halls <u><i>StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses</i></u>	<input type="checkbox"/>	
Task #14 - Print Schedule Cards (R701) <u><i>StudentInformation » SIS » Scheduling » Scheduling Reports » Schedule Card Formatter (R701)</i></u>	<input type="checkbox"/>	